DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION - MEDICAL UNIT
MAILING ADDRESS:
P. O. Box 71010
Oakland, CA 94612
(510) 286-3700 or (800) 794-6900 Fax: (510) 622-3467

## **QME APPOINTMENT NOTIFICATION FORM**

To the Qualified Medical Evaluator: You are required by law to give notice on this form when an appointment has been made with you to perform a QME comprehensive medical evaluation. Please complete this form in its entirety. You are legally required to include: the name and address of the employee, the name of the employer and claims administrator, and the appointment time and date. The Administrative Director also requires that you serve this appointment notification form on the employee and the claims administrator, or if none the employer, and their attorneys in a represented case, if known, within five (5) business days after having scheduled the injured worker to be seen for a QME comprehensive medical evaluation. You also must use this form if you refer the injured worker for a consultation to advise the parties of the date and time of the appointment with the consulting physician (See, 8 Cal. Code Regs. § 32). You may not cancel the appointment les than six (6) calendar days prior to the appointment date, except for good cause (See, 8 Cal. Code Regs. §34). If you reschedule an appointment, review regulation 34 and the ethical rules in regulation 41 (See, 8 Cal Code Regs. §§ 34 and 41(a)(7) and (a)(8)).

## EMPLOYEE INFORMATION

DDRESS.1000 Sutter Street	et Room	SAN FRANCISCO, CAS	94109
	City	State	217-25-7160 Zip
HONE:		SOCIAL SECURITY No	•
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COMPANY: CHUBB GROU	P INSUR	ANCE PHOENIX, AZ 85080	
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COMPANY: CHUBB GROUNDERSS P.O. BOX 42069 PHONE: 213-612-5378  DATE OF APPOINTMENT CALL 12/22/20  LOCATION OF APPOINTMENT	5	PHOENIX, AZ 85080 State  POINTMENT INFORMATION  DATE OF APPOINTMENT 03/11/2021 Street, Suite 901 SAN F	Zip  ARRIVE 30 MINUTES EARL  TIME OF APPOINTMENT 11:30AM
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COMPANY: CHUBB GROUNDDRESS P.O. BOX 42065 PHONE: 213-612-5378  DATE OF APPOINTMENT CALL 12/22/20 COCATION OF APPOINTMENT COPY TO:  SIGNATURE OF QME:  OME NAME (print/type): Ad	City  API  20  1: 490 Post  UIRED: (LA	PHOENIX, AZ 85080  State  POINTMENT INFORMATION  DATE OF APPOINTMENT 03/11/2021  Street, Suite 901  SAN F ANGUAGE) English  EMPLOYEE (and employee's attorney  CLAIMS ADMINISTRATOR (and a	Zip  ARRIVE 30 MINUTES EARL  TIME OF 11:30AM  RANCISCO, CA 941021401  7, if known)

Note to Claims Administrator: The Administrative Director's regulation 10160 requires you to forward a completed, DWC-AD form 101(DEU)(Request for Summary Rating Determination of Qualified Medical Evaluator's Report) (see, 8 Cal. Code Regs. § 10160 and 10161) together with all medical reports and medical records prior to the scheduled examination with the QME. You must also provide the employee with a DWC-AD form 100 (DEU)(Employee's Disability Questionnaire)(See, 8 Cal. Code Regs. §§ 10160 and 10161) prior to the examination.

CANCELLATION POLICY: 7 BUSINESS DAYS PRIOR TO APPOINTMENT OR \$937.50 FEE. PLEASE SEND PAPER COPIES OF MEDICAL RECORDS 3 WEEKS IN ADVANCE. NO CDs, NO DOUBLE SIDED OR ORIGINAL RECORDS. PLEASE NOTE, RECORDS WILL NOT BE RETURNED.